

Reaffirmation Disclosure Statement and Amended Reaffirmation Disclosure Statement

Last Updated: October 20, 2005

1. **Log into CM/ECF.**
2. Select **Bankruptcy.**
3. Select **Other.**
4. Enter the **Case Number.** Click **Next.**
5. Select **Reaffirmation Disclosure Statement.** Click **Next.**
6. Click **Next** to skip the **Joint filing with other attorney(s)** screen.
7. **Select** the party filer that you represent. If the party filer is not listed, click **Add/Create New Party.** Click **Next.**
8. **Browse** to select the Reaffirmation Disclosure Statement or Amended Reaffirmation Disclosure Statement pdf file. Click **Next.**
9. **Enter the Name of the Creditor** for this Reaffirmation Agreement in the text box. Click **Next.**
10. Click in the box next to **“Refer to existing document(s)?”** Click **Next.**
11. Select the correct Reaffirmation Agreement. Click **Next.**
12. If needed, modify the text according to the court’s procedures. Click **Next.**

NOTE: When filing an **Amended Reaffirmation Disclosure Statement**, type in the text box **Amended.**

13. **Verify** the final docket text before submitting. If correct, Click **Next**.

CAUTION!!

- This is the last screen. Clicking **Next** will submit this document to the database.
- If the final docket text is incorrect, click the browser **Back** button to find the screen to be modified.
- To abort or restart the transaction, click the **Bankruptcy** hyperlink on the **CM/ECF** Menu bar.

14. **Notice of Electronic Filing/Receipt** screen displays.

WARNING: IF THE NOTICE OF ELECTRONIC FILING SCREEN DOES NOT APPEAR, DO NOT REFILE YOUR DOCUMENT. CALL THE CLERK'S OFFICE.

The Notice of Electronic Filing is the verification that the filing has been sent electronically to the court's database. It certifies that this pleading is now an official court document.